



# FOREIGN AFFAIRS MANUAL

## VOLUME 1 – Organization and Functions

Transmittal Letter: ORG-129

Date: January 5, 2004

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### 1 FAM 210

## BUREAU OF ADMINISTRATION (A)

### MAJOR CHANGES

1. The Office of Information Resources Management Programs and Services (A/RPS/IPS) has been changed to The Office of Information Programs and Services (A/RPS/IPS). Please note that the office symbols remain the same.

2. In 1 FAM 213, what are now sub-paragraphs (4) and (5) had not been changed to reflect the changed structure. Since these were obvious typographical errors, their identifiers ((4) and (5)) have been changed and italicized, but the transmittal letter has remained the same.

3. Revisions since the last update appear in italics. The italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.

4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity [see 2 FAM 1115.2].

### FILING INSTRUCTIONS FOR PAPER COPIES

1. Remove and destroy the text of the old 1 FAM subchapter 210 (issued under TL:ORG-113 dated 07-01-2002; 50 pages total) and replace it with the attached revised subchapter 210 (50 pages total).

2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:ORG-129, and initial.

## DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual* and *Handbooks* (unclassified) official version can be found on State Department's Intranet site.

2. The *Foreign Affairs Manual* (unclassified) is also available in CD-ROM format. For information on this program, including information regarding public inquiries, contact the INFOEXPRESS Coordinator, A/RPS/MMS/CRE, directly. The Coordinator is located in Room 1659 NS, 202-736-4881, FAX 202-736-4924. E-Mail via DOSNET: INFOEXPRESS.

3. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. When returning excess or unused materials include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution reduced (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PB, Room B934, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-government users (include either fiscal information or payment with request, as appropriate).

4. Use KFAM and AINF TAGS on all communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

**(A/RPS/IPS)**